

# **Electronic Prescribing (eRx) Training**

## **Setting up a CHCS Virtual Pharmacy (to receive electronic prescriptions)**



# eRx Training Agenda



- ❑ **Create a CHCS virtual pharmacy** – Review how to set up CHCS to receive electronic prescriptions via a virtual CHCS pharmacy created under the MTF's main outpatient pharmacy within CHCS.
- ❑ **Assign Prescription Numbering** – Review how to assign a prescription number prefix and numbering for a new CHCS virtual pharmacy set up to receive electronic prescriptions.
- ❑ **Set up B2K interface** – Review how to set up the CHCS B2K interface so that the newly created CHCS virtual pharmacy can communicate with local dispensing automation.

## Create a CHCS virtual pharmacy

Pharmacy administration should access the CHCS outpatient site parameters menu

A. Menu Path: >**SIT**

```
IVM      IV Menu
NSM      Narcotic System Menu
OPM      Outpatient Menu
UDM      Unit Dose Menu
PSM      Pharmacy Support Menu
PRM      Pharmacy Reports Menu
SFM      Supervisory Functions Menu

Select Pharmacy System Menu Option: ^sit
  1 - Site Parameters (IV)
  2 - Outpatient Site Parameters
Choose 1-2:
```

B. Select option 2: Outpatient Site Parameters

C. Enter the name of the current outpatient pharmacy

- The user should see a screen similar to the one below. Print the screen as the information within will be used as a template to create the eRx virtual pharmacy, for receiving e-prescriptions

```
Name: NAVAL HOSPITAL BREMERTON      Inactive: NO
Division: BREMERTON NH
Divisional Parent: YES              Default for Patient Batches:
Performing MEPRS Code: DAAA\0126
Formulary Group: BREMERTON FORMULARY GR Parent Site: NAVAL HOSPITAL BREMERTON
PDS Pharmacy ID: 4925496            NPI ID: 1811096852
Street Address: HP01 BOONE RD (360-475-4217)
City: BREMERTON                    State: WASHINGTON      Zip Code: 98312-1896

RX Routing: DISABLE                Notification Label Period: DISABLE
Profile Prompt: PROMPT FOR PROFILE
Profile Type: ONE-LINE PROFILE
Prompt for Label Printing: NO       Bar code enabled: Yes
Manual RX Labels: NO LABELS        Clinical Screen Label: WARNING LABEL
Percent of Days Supply
  -Refill Grace Period: 75
  -Scheduled Refill Grace Period: 75
Pickup Grace Period: 10            Warning Grace Period: 1
Track Controlled RXs: NO           Narcotic Vault: BREM BREAK-OUT
DEERS Check Disable: ENABLE        DEERS Check - Days: 1
Ask for Help = HELP                Screen Exit = F10      File/Exit = DO      INSERT OFF
```

Figure: MTF Outpatient Site Parameters

**Menu Path: > SIT**

- Select “F10” and exit out of the previous site parameters screen. Return to the SIT menu; “select outpatient site parameters”.
- Enter the name of the new CHCS pharmacy to be created then select “Y” when asked “Are you adding “ insert new CHCS outpatient pharmacy name here” as a new OUTPATIENT SITE?”.

```
Select Outpatient Maintenance Menu Option: ^SIT
  1 - Site Parameters (IV)
  2 - Outpatient Site Parameters
Choose 1-2: 2 Outpatient Site Parameters
Select OUTPATIENT PHARMACY SITE: DOD NHB ERX
Are you adding 'DOD NHB ERX' as a new OUTPATIENT SITE? Y
```

**Figure: Naming new CHCS Outpatient Pharmacy**

**Menu Path: > SIT**

- CHCS will now prompt the user to enter the division the new CHCS site should be placed under.
  - Generally the division will be the same as the main outpatient pharmacy of the MTF or clinic that will be receiving e-prescriptions.

```
Select Outpatient Maintenance Menu Option: ^SIT
  1 - Site Parameters (IV)
  2 - Outpatient Site Parameters
Choose 1-2: 2  Outpatient Site Parameters
Select OUTPATIENT PHARMACY SITE: DOD NHB ERX
  Are you adding 'DOD NHB ERX' as a new OUTPATIENT SITE? Y  (YES)
MTF DIVISION:
```

Figure: Prompt asking for MTF Division

**Menu Path: > SIT**

- CHCS will now take the use to a blank site parameters screen for the newly named CHCS site for e-prescriptions
- Utilizing the screen shot captured from the MTF's outpatient pharmacy as instructed in slide 5, fill in the information fields. **The PDTS Pharmacy ID and NPI ID will be different and will be supplies by the PASS.**

Name: DOD BREMERTON ERX (TEST)	Inactive: NO
Division: BREMERTON NH	
Divisional Parent: NO	Default for Patient Batches:
Performing MEPRS Code: DAAA\Ø126	
Formulary Group: BREMERTON FORMULARY GR	Parent Site: NAVAL HOSPITAL BREMERTON
PDTS Pharmacy ID: 4935776	NPI ID: 175Ø7Ø4631
Street Address: 1 BOONE RD (36Ø-475-4217)	
City: BREMERTON	State: WASHINGTON Zip Code: 98312
RX Routing: ENABLE	Notification Label Period: DISABLE
Profile Prompt: PROMPT FOR PROFILE	
Profile Type: ONE-LINE PROFILE	
Prompt for Label Printing: NO	Bar code enabled: Yes
Manual RX Labels: NO LABELS	Clinical Screen Label: WARNING LABEL
Percent of Days Supply	
-Refill Grace Period: 75	
-Scheduled Refill Grace Period: 75	
Pickup Grace Period: 1Ø	Warning Grace Period: 1
File/exit	Abort Edit
Cancel changes and exit.	

Figure: New CHCS Site Parameters – Filled In



**Menu Path: > SIT**

- The third “page” of the outpatient site parameters screen for the newly created CHCS eRx pharmacy will ask for:
  - Sites the pharmacy will accept forwarding from**
  - Legal Medication Schedules the new pharmacy will accept**
- Generally, the aforementioned will be left blank. Note: Controlled substances should not be accepted by DoD via e-prescribing.

```
OUTPATIENT SITE: DOD BREMERTON ERX (TEST)                PSO-SITE -- CONTINUATION

Site(s) you will accept forwarding from:
SITE:

Legal Schedule(s) you will receive:
DEA SCHEDULE:

Forwarding Bulletin Printer: BREM-PT-C1639R
PDTS Notification Printer: ZZBREM-PT-C1639R

Ask for Help = HELP      Screen Exit = F10      File/Exit = D0
```

Figure: New CHCS Site Parameters – Page 3

## Assign Prescription Numbering and Prefix

**Menu Path:** [SFM](#) > [OMM](#) > [PNM](#) > [NUM](#)

- Once the outpatient site parameters have been set for the new CHCS eRx pharmacy, the end user must assign the new site a prescription number range via the **Prescription Number Maintenance Menu**
- Select “Prescription Number Maintenance”

```
Select Outpatient Maintenance Menu Option: pnm Prescription Number Maintenance Menu
```

```
RES Reset Prescription Numbers  
NUM Prescription Number Maintenance
```

```
Select Prescription Number Maintenance Menu Option: NUM
```

Figure: Prescription Number Maintenance Menu

**Menu Path: SFM > OMM > PNM > NUM**

- Enter the name of your newly created CHCS site which will be accepting electronic prescriptions.
- The user will be taken to the screen below:
  - Enter the prescription number prefix the CHCS will use. A suggestion is to begin the prefix with the letter “E” for electronic and use the same letter prefix as your outpatient pharmacy. Example: If the outpatient pharmacy prescription number prefix is “P”, then the new eRx CHCS pharmacy prefix will be “EP”
  - Enter “Legend/OTC” for the “Drug Class Range Description”
- Continue to the next “page”



```
OUTPATIENT SITE: DOD BREMERTON ERX (TEST)      Prescription Number Maintenance
RX # Prefix: EB
Select DRUG CLASS RANGE DESCRIPTION:
LEGEND/OTC
Ask for Help = HELP      Screen Exit = F10      File/Exit = D0
```

Figure: Prescription Number Maintenance Menu – Page 1

Menu Path: **SFM** > **OMM** > **PNM** > **NUM**

- On page 2 of the PNM enter the lower and upper prescription number range. The new CHCS pharmacy site will utilize his prescription range to assign prescriptions numbers to processed prescriptions.
- Continue to the next “page”

```
DRUG CLASS RANGE DESCRIPTION: Prescription Number Maintenance -- CONTINUATION

RANGE DESCRIPTION: LEGEND/OTC
LEGAL SCHEDULE:
NON-SCHEDULED
MTF-DESIGNATED

CURRENT #:6008520 Prefix: EB
*** Suggested Range Number Change ***
Lower to : 25000000 Upper to
*** End Suggestion *** ***

* * * * * ACTIVE NUMBER RANGE * * * * *
LOWER: 6000000 UPPER: 2499999

Ask for Help = HELP Screen Exit = F10 File/Exit = D0 INSERT OFF
```

Figure: Prescription Number Maintenance Menu – Page 2

**Menu Path: SFM > OMM > PNM > NUM**

- On page 3 of the PNM, the “DEA Schedule” field should have “Non-Scheduled” entered as DoD should not accept scheduled substance prescriptions via eRx.
- Select “F10” and exit from the “Prescription Number Maintenance” area.

```
DEA SCHEDULE: NON-SCHEDULED      Prescription Number Maintenance -- CONTINUATION

DEA SCHEDULE: NON-SCHEDULED

Ask for Help = HELP      Screen Exit = F10      File/Exit = D0      INSERT OFF
```

Figure: Prescription Number Maintenance Menu – Page 3

### **Setting up the B2K Interface**

**(to allow e-prescriptions to cross to pharmacy automation)**

**Menu Path:** SFM > OMM > B2K

- Pharmacy administration should access the CHCS B2K menu and enter the CHCS main outpatient pharmacy name.
- The user should see a screen similar to the one below. Print the screen as the information within will be used as a template to create the CHCS eRx virtual pharmacy B2K interface. Note the IP Address and IP Port numbers.

```
BAKER 2000 PARAMETERS: NAVAL HOSPITAL BREMERTON                                B2K PARAMETERS
OUTPATIENT PHARMACY SITE: NAVAL HOSPITAL BREMERTON
IP ADDRESS: 199.226.          IP PORT:          B2K INTERFACE VERSION: V3.1
DEFAULT SCRIPT PRINTER: BREM-PT-CLEX2          ACTIVE: ACTIVE
Patient's DOB added to RX1 segment: Yes
Select SCRIPT PRINTER:
BREX-PT-CLEX1
BREX-PT-CLEX2
BREX-PT-CLEX3
+BR_EMULATOR_PHARM
Select BAKER IMAGING BAR CODE PRINTER:

LAST TRANSFER STATUS:
5 records sent to APS.  0 records not sent to APS.
LAST TRANSFER DT: 31 Oct 2014@1516

Ask for Help = HELP          Screen Exit = F10          File/Exit = DO          INSERT OFF
```

Figure: MTF Outpatient CHCS B2K Site Parameters



**Menu Path: SFM > OMM > B2K**

- Pharmacy administration should access the CHCS B2K menu and enter the name of the new CHCS virtual pharmacy created for e-prescriptions.
- Utilizing the screen shot captured from the MTF's outpatient pharmacy as instructed in slide 16, fill in the information fields. The IP address and IP Port will be the same as that as the MTF or BHC outpatient pharmacy.

```
BAKER 2000 PARAMETERS: DOD BREMERTON ERX (TEST)                                B2K PARAMETERS
OUTPATIENT PHARMACY SITE: DOD BREMERTON ERX (TEST)
IP ADDRESS: 199.226.                IP PORT:                B2K INTERFACE VERSION: V3.1
☐ DEFAULT SCRIPT PRINTER: BREM-PT-CLEX2                ACTIVE: ACTIVE
Patient's DOB added to RX1 segment: Yes
Select SCRIPT PRINTER:
BREM-PT-CLEX1
BREM-PT-CLEX2
BREM-PT-CLEX3
+BR_EMULATOR_PHARM
Select BAKER IMAGING BAR CODE PRINTER:

LAST TRANSFER STATUS:
1 records sent to APS.  0 records not sent to APS.
LAST TRANSFER DT: 31 Oct 2014@1441

Ask for Help = HELP      Screen Exit = F10      File/Exit = D0      INSERT OFF
```

Figure: MTF CHCS eRx Pharmacy B2K Site Parameters

- Once the user has completed all of the above and has exited out of the B2K interface, the site should be prepared to receive electronic prescriptions once they turn the functionality on as described in the DoD electronic prescribing user guide located at: <http://pec.ha.osd.mil/eRx.php>